



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday June 7, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Leete
2. Pledge of Allegiance – Led by President Leete
3. Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

- Public Comments Regarding
 - Check presented to the Community Center from the Lion's Club related to Summer Jam.
 - Donation information.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for May 17, 2017.
2. Approve DRAFT minutes of Budget Workshop for May 24, 2017.
3. Approve Register of District Invoices.
4. Adoption of Resolution No. 2017-09 for the Election of Directors to the SDRMA Board of Directors.
5. Approve Resolution No. 2017-10 authorizing the continuation of SDRMA employee dental and vision benefit package.

Motion by: Director Pease to approve the Consent Calendar

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 5, NOES: 0

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report - Alicia Nuchols Field Representative provided an update related to street striping within Discovery Bay, P6 funding CFO vehicle, County Ordinance related to dog barking, Orwood Bridge Ribbon Cutting on June 27, 2017 at 10 a.m.
2. Sheriff's Office Report - Crime Prevention Specialist Fontenot – Provided the details of the May 2017 Sheriff Report along with the RAD Kid Program information. There was discussion related to the citations and the May 10, 2017 robbery.
3. CHP Report - Officer Thomas provided an update for the month of May. There was discussion related to the citation speeding locations in Discovery Bay and the majority of those citations are on 1) Newport, 2) Willow Lake Road, 3) Clipper Drive, 4) Discovery Bay Boulevard. Introduced Greg Grinton, Warden with the State of California, Fish and Game.

E. LIAISON REPORTS

No reports

F. PRESENTATIONS

1. California Consulting Representative Stephen Sanger regarding Grant Writing
General Manager Davies – Provided the details regarding Grant Writing related to grant opportunities.
Executive Assistant Heintl – Provided additional details regarding the research done for Grant writing services related to the evaluation of several companies.
Representative Stephen Sanger – Provided a presentation regarding Grant writing services that are provided related to submitting the application and the different Grant opportunities.
2. Herwit Engineering and Veolia Water update regarding the future of Wastewater Treatment Plant No. 1.
Provided the details regarding the plan for Wastewater Treatment Plant No. 1 related to addressing repair items, and develop a plan to operate the Wastewater Treatment Plant No. 1 a couple times a year. There was discussion related to the existing pipeline (crossing Highway 4 to Plant No. 1) to move water from WWTP No. 2 to WWTP No. 1.

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding a Memorandum of Understanding with Discovery Bay Garden Club to establish a Monarch Butterfly Waystation.
Recreation Programs Supervisor Kaiser – Provided the details regarding the Memorandum of Understanding with the Discovery Bay Garden Club to establish a Monarch Butterfly Waystation. There was discussion regarding the Butterfly Waystation related to plants that attract the Butterflies and will lead them to the Waystation. There is also a photo op on Saturday, June 10, 2017 at noon.
Motion by: Vice-President Graves to authorize the Town Manager to enter into a Memorandum of Understanding between the Town and the Discovery Bay Garden Club.
Second by: Director Pease
Vote: Motion Carried – AYES: 5, NOES: 0
2. Discussion and possible action regarding stationary electronic signboard(s).
General Manager Davies – Provided the details regarding the stationary electronic signboard (s).
- 1) Office Assistant Rajala – Provided additional details regarding the signboard (s) related to the size of the sign, the versions of the sign, the locations and the cost breakdown. There was discussion regarding the signboard (s) related to the 3 site locations (The Community Center, Well 4 (East edge of Discovery Bay Blvd just north of Clipper Drive), N/W Corner of Highway 4 and Bixler Road, and the pros and cons associated with electrical setup, permitting, and funding.
The direction from the Board to Staff is to bring back to the Board results of research regarding the site locations related to County requirements pertaining to vehicle traffic and curb appeal, along with permitting from the County and Caltrans.
There was one Public Comment Speaker related to whether there is a need of a signboard.
3. Discussion and possible action regarding Regional Representatives.
Legal Counsel Attebery – Provided a background regarding the Regional Representatives. There was discussion regarding the Regional Representatives related to the adopted Board Bylaws associated to the approval of a Board Member to attend a Regional meeting in order to be compensated for that Regional meeting.
Motion by: Director Pease to select the Director and Alternate to Regional Representation and the compensation to attend must be pre-approved by the entire Board based on the Regional agenda that is pertinent to the Town of Discovery Bay in order to be awarded a day of service.
Second: President Leete
The discussion continued regarding Regional meeting attendance related to compensation, reporting on the meeting, and how to approve a Board Member to attend a meeting.
Motion Amended by: Director Pease to include the language that any Board Member that attends a Regional meeting is required to bring back and report either orally or in writing to the full Board.
Second by: President Leete
Vote: Motion Carried – AYES: 3 – President Leete, Director Mayer, Director Pease, NOES: 2 – Vice-President Graves, Director Steele

The Regional Committees assignments were selected:

<u>Regional Committee Name</u>	<u>Director Appointed</u>	<u>Alternate</u>
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Robert Leete	Bill Pease
Contra Costa Special Districts Association	Robert Leete	Bill Pease
East Contra Costa County Fire Protection District Liaison	Kevin Graves	Robert Leete
East County Water Management Association	President	Vice-President
LAFCO Liaison	Chris Steele	Bill Mayer
Police Service (P6 Committee)	Bill Mayer	Robert Leete
School District Representative Liaison	Bill Mayer	Kevin Graves
Regional Transportation Agencies	Bill Pease	Chris Steele

Motion by: President Leete to approve the Regional Committee appointments.

Second by: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

H. MANAGER'S REPORT

1. Fiscal Year 2017-18 and Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets.

Finance Manager Breitstein – Provided the details regarding the updated DRAFT Operating, Capital and Revenue Budget.

The Budget will be presented to the Board at the June 21, 2017 for adoption.

2. Water and Wastewater Manager Koehne – Water Conservation Update.

Water and Wastewater Manager Koehne – Provided an update regarding the Water Conservation Update related to the usage currently to the year 2013.

I. INFORMATIONAL ITEMS ONLY

None

J. DIRECTORS' REPORTS

1. Standing Committee Reports
President Leete – Attended the East County Water Management Association meeting on May 25, 2017 and the details related to potential Grant opportunities.
2. Other Reportable Items

K. GENERAL MANAGER'S REPORT

None

L. CORRESPONDENCE RECEIVED

1. Received May 18, 2017 from Bay Area Air Quality Management District regarding public workshops.
2. Received May 23, 2017 from Restore the Delta regarding public meeting dates.
3. Received May 31, 2017 from Contra Costa County Aviation Advisory Committee regarding meeting minutes for April 13, 2017.
4. Received May 31, 2017 from Contra Costa County Aviation Advisory Committee regarding meeting minutes for May 11, 2017.

M. FUTURE AGENDA ITEMS

None

The regular meeting adjourned at 8:55 p.m. to the Closed Session.

N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item O-1.

O. CLOSED SESSION

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (Two Potential Cases)

P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – Reporting from Closed Session on item O-1 and there is no reportable action.

Q. ADJOURNMENT

1. The meeting adjourned at 9:30 p.m. to the next regular meeting of June 21, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-12-17

<http://www.todb.ca.gov/agendas-minutes>